Headquarters U.S. Air Force

Integrity - Service - Excellence

Personnel Templat

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Overview

- Previous Process
- Template Use
- Benefits
- Disadvantages
- Personnel Responsibilities
- Developing Templates
- Exception
- Monthly Verification
- Auditing
- Q&A

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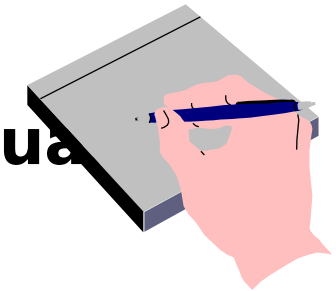
Previous Process

- **Time Intensive – Manual Tracking**
- **No Automated carry over of Hours from Month to Month Within EAS**
- **10% -12% Of Staff Don't Turn in Their Time sheets**
  - **Additional MPM Follow-up Required**
- **With Over 250 MEPRS Codes Individua Frequently Make Mistakes**
- **"Pencil-Whipping" Is a Common Occurrence**



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Template Use

- **Individual Templates in Personnel Subsystem Simplify Process**
- **Eliminates Manual Timesheets**
- **Automates Carryover of Constantly Used Codes**
- **Allows Section MPM Easy Access for Review**
- **More Consistent Reporting**

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Template Use

- Monthly Averages of Annual Work Hours
- Monitors Report Changes by Execption
  - Average Predictable Events; Leave, Training, TDY, Etc.
  - Deployments, Sick/Convalescent Leave, Etc.
- Monthly/Quarterly/Annual Review
- Permanent Template Changes Submitted as Needed to Facility MPM

Templates management is totally flexible
Develop template on individuals or positions
Develop a template to help people develop templates
Use AF Fm 3078s to develop templates & to account for exceptions
Sections must have processes in place for individuals to report exceptions

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Benefits

- Flexible
- Can Develop Templates on Individuals or Positions
- Use Timesheets to Assist in Template Development
- Sections Control Standardized Hours
- Simplify MPM's Tracking
- Less Time Consuming for MPM and Workcenter Monitors
- Consistent Report Mechanism

Disadvantages

- Can Still “Pencil Whip” if No Monthly/Periodic Review
- Easy Not to Submit Exceptions
- Cost Become Based on Average Hours vs Actual

Personnel Responsibilities

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- **MTF Executive Committee - Makes implementation decision and develops facility unique guidance**
- **MEPRS Program Managers:**
  - **Print monthly verification reports**
  - **Provide guidance on template development**
  - **Assist individual users**
  - **Validate annual templates**
  - **Provide assistance to section monitors**

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Responsibilities (Continued)

- **Section MEPRS Monitors:**
  - **Are appointed in writing**
  - **Review and approve user templates**
  - **Verify monthly hours on template**
  - **Report all exceptions to template**
  - **Report personnel additions and deletions**
  - **Conduct quarterly audits**
- **Individual Users:**
  - **Establish initial coding for templates**
  - **Report significant monthly deviations**

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Developing Templates

- **Each Individual in the MTF Establishes and Justifies Their Own Template**
  - **EAS III will Produce a Report to Assist in Initial Development(Pers Time Summary Rpt)**
- **Military Not Limited on Hours in Template**
  - **Civilian employees limited to 168 hrs per month**
  - **Approved civilian overtime reported as an exception**
- **Initiated by Individual, Approved by Section MEPRS Monitor, Submitted to MEPRS Program Manager**

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Developing Templates (Continued)

- **Areas to consider:**
  - **Primary Work center**
  - **Secondary Work center**
  - **Tertiary Work center**
  - **Leave**
  - **TDY (CME & Mission)**

★ Medical Readiness

- Support to special programs
- Recurring non-avail. time
- Meetings

- **Guidance provided for newly assigned personnel and newly added services**

Developing Templates (Continued)

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- **Special Considerations**
  - **Establish Baseline—How many hours does he/she work per month**
  - **Allocate hours to Primary/Secondary/Tertiary MEPRS codes**
- **Exceptions**
  - **Leave processing is up to you**
  - **Can’t project sick time**

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What's an Exception?

- **Exception - A temporary/one-time deviation from the master template.**
  - **A SIGNIFICANT EVENT!**
    - **Sick Leave**
  - **Only affects the current reporting month**
  - **Does not involve modification of "master template"**
  - **Can report using e-mail or any other local method**
- **Questions are resolved by MEPRS Program Manager**

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Monthly Verification

- **Monthly Report Generated**
  - **Distributed to each Section MEPRS Monitor**
  - **Contains Breakdown of Each Individual's Template**
  - **Monitor Verifies Template Against Observed Hours Worked**
  - **Reports any personnel arrivals/departures**
  - **If not representative, reports an exception**
  - **Submit back to MEPRS Program Manager**

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Audits and Validation

- Quarterly Random Audits Performed by Section MEPRS Monitor Using Provided Checklist
  - Designed to Identify any Facility Wide Trends
- Annual Template Validation Done by MEPRS Program Manager
- Check Done Against Actual Data Sources to Validate Template

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Q & A
DISCUSSION